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Acting Executive

8 June 1950

Management Officer

Proposed Increase in T/O for the Foreign Documents Division, OO.

1. The attached has been discussed with Mr. Carey on several occasions. He insists that inasmuch as this request was made by SO and approved on that basis that the T/O for FDD should be []

25X9

2. It is the Management contention that the T/O should remain at [] and again point out a most pertinent factor, which is that they do not seem to be able to recruit the personnel regardless of the size of the T/O.

3. The following is a record of the FDD strength for the past year:

25X9

July 1949 - T/ []	on duty []	pending []	vacancies 14
Apr. 1-50 - T/ []	on duty []	pending []	vacancies 14
June 1-50 -	on duty []		

25X9

4. It is recommended that the FDD T/O stay at [] but that they be permitted to place recruitment requests with Personnel at 10 per cent in excess of their T/O.

JAMES D. ANDREWS

Approved: (Signed) [] for the DCI
Actg. Executive
8 June 1950

Considering the CIA security factor, FDD will probably never get the last 11 on duty, unless para. 4 is approved.
JDA

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TO : Acting Chief, Personnel Division

FROM : Acting Chief, Foreign Documents Division

SUBJECT: Request for Organizational Changes

DATE: 7 June 1950

Reference: Memorandum from Executive to Assistant
Directors and Staff Chiefs dated 16 September
1949 subject: Organizational Changes

Thru : Assistant Director for Operations

FOIAB3B

1. It is requested that the following position changes be approved for the T/O of the Documents Control Branch, Foreign Documents Division:

Removal of one position, Library Assistant, GS-3 from the Reference and Screening Section.

Establishment of one position, Intelligence Officer, GS-9 in the Survey Section.

2. The removal of the Library Assistant position, which is presently unoccupied, is requested in order to provide for the establishment of the more essential Intelligence Officer position. This new position is required to increase the scope of document survey activities and to improve the selectivity of documents in outside sources in order to reduce unnecessary handling within the exploitation Branches of material which has no intelligence value. Under the supervision of the Chief, Survey Section, the officer will be responsible for assisting in the planning and liaison necessary to survey sources and maintain the flow of foreign language material into Foreign Documents Division.

3. This request does not imply that the position of Library Assistant is no longer needed in the Documents Control Branch. It is made as a result of the comparatively higher priority assigned to survey activities as a result of requirements for wider and more intensive coverage of intelligence sources.

4. If approved, it is requested that this memorandum be endorsed and forwarded to the Executive for final action in accordance with the provisions of his directive.

cc: 00
Personnel Div.
Executive
FDD

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